Checklist for Persons Seeking Full Membership & Ordination

Full Name (F,M,L) _____

Make sure the BOM Registrar, April Bristow (BOMRegistrar@ntcumc.org) has the following:

_____Your Choice Point Background/Credit check.
(FAX your 'Consent' form to Choice Point**.** After several weeks, the results will be available to the BOM Registrar.)

_____Your Psychological Profile.
(Your Profile is made available to the BOM Registrar by your dCOM or testing agency. Must have been done within the last 5 years, or will need to be repeated at the Candidate's expense.)

Make sure the BOM File Administrator (Duane VanGiesen) has the following:

References:

_____District Superintendent

_____Sr. Pastor/SPRC Chair.

_____Reference – candidate's choice.

_____Reference - candidate's choice.

Other Work:

_____Field Instructor/intern experience (if not already in file).

_____Biographical Information Form.

_____Medical Report Forms. (From your yearly exam as covered by Insurance.)

_____Seminary Transcript: Graduation date: _____

_____Photographs (2) High quality, professional attire - for Reporter & Journal

_____2 Sermons, **(14 written copies each). Either 5 CDs or DVDs**.

_____A Plan for Making Disciples of Jesus Christ for the Transformation of the World (14) copies

_____Answers to Disciplinary Questions. **(14 copies)**

_____Proofreading Assistance acknowledgment.

_____Notarized Statement.

_____On Site Visit Report

***Mail or deliver all work to the File Administrator.**

Mailing Address
Rev. Duane VanGiesen
File Administrator - BOM
PO Box 866128
Plano, Texas 75086-6128

Delivery Address
Rev. Duane VanGiesen
File Administrator - BOM
500 Maplelawn Drive
Plano, Texas 75075
Hours: M – F 8:30 to 4:30

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